

EVENING
Preparatory and Business
SCHOOLS

Boston
Young Men's Christian Association
1913-14

Evening
Preparatory and Business
Schools

1913-14

BOSTON

Published by the Young Men's Christian Association

1913

Calendar

Winter Term 1913-14

| | |
|-----------------------|---------------------------|
| Sept. 24, 25, 26, 27. | Registration |
| Sept. 29. | Opening of Term |
| Nov. 28. | Thanksgiving Day, Holiday |
| Dec. 20 to Dec. 29. | Christmas Recess |
| May 1. | Close of Winter Term |

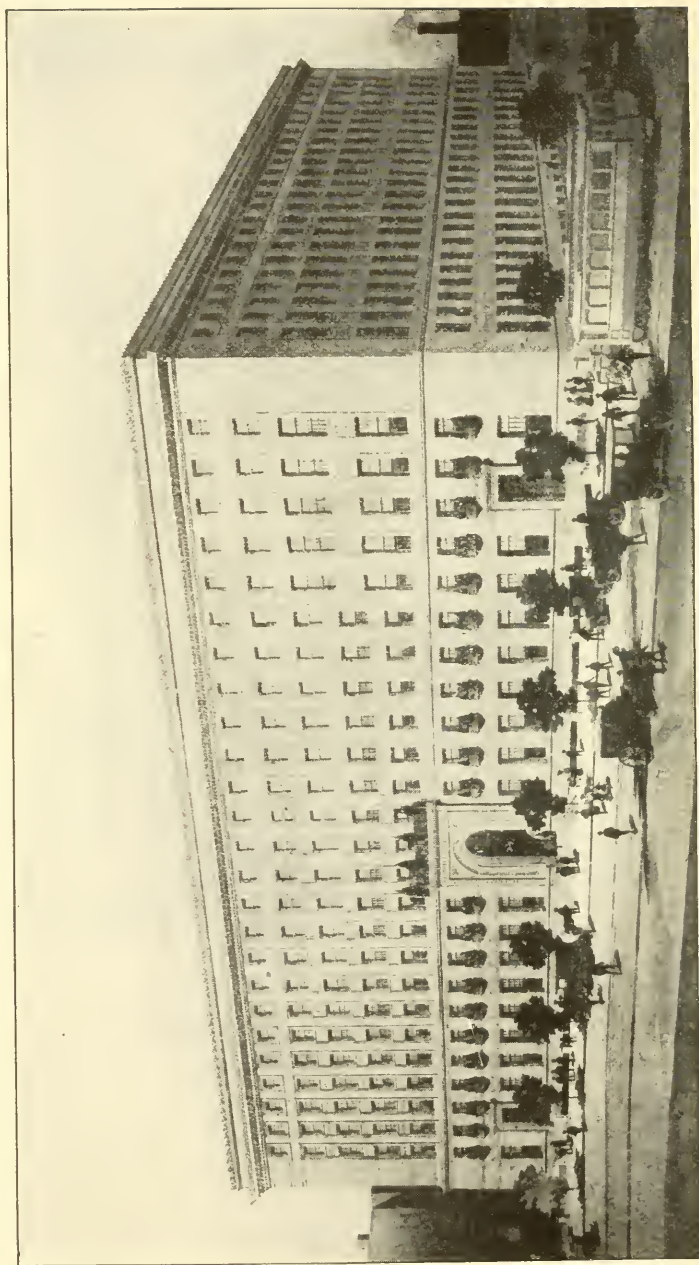
Summer Term 1914

| | |
|---------------------|---------------------------|
| May 13, 14, 15, 16, | Registration |
| May 18. | Opening of Term |
| May 30. | Memorial Day, Holiday |
| July 4. | Independence Day, Holiday |
| Sept. 7. | Labor Day, Holiday |
| Sept. 18. | Close of Term |

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*For information not contained in this catalogue, call upon or address
 Frank P. Speare, Director of Education, or Ira A. Flinner, Principal
 312 Huntington Ave.*



OUR NEW HOME

Officers of Administration



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Yale University
Mathematics

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Typewriting

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Glasgow University
Spanish

JAMES A. BELL, Ph.B.,
Grove City College
Mathematics

Foreword

The Evening Preparatory School of the Boston Young Men's Christian Association has had a uniformly successful record in fitting men for the entrance examinations of Harvard, Yale, Brown, and Boston Universities, for Tufts, Dartmouth, Massachusetts Institute of Technology, and other colleges; also for the Young Men's Christian Association Law School, and School of Commerce and Finance, and all branches of classified civil service.

The work of the school is adapted to the needs of the individual and appeals to men of intense purpose. Individual instruction and the greatest economy of time and energy consistent with thoroughness, are marked characteristics of the school. In this way, the needs of all students are met in a most effective manner.

The Preparatory School offers nearly forty different courses, and from this number the student will have little difficulty in selecting those which will prepare him for the college or university he wishes to enter.

Any man of good moral character regardless of age, occupation or creed with adequate general education may be enrolled in the school.

A student may elect any subject, or combination of subjects, which best serves his particular needs. However, to prevent loss of time and expense to the student, he will not be allowed to elect courses which, on account of inadequate preliminary training and experience, he could not pursue with profit. The Principal should be consulted before registration.

BUILDINGS

The location, surroundings and physical appointments of a school are of primary importance. The location ought to be healthful, accessible and attractive. Its buildings ought to be properly heated, lighted and ventilated and above all conducive to the health and progress of students at all seasons of the year. The buildings occupied by the Association Schools combine all these good qualities. They are located on Huntington Avenue in the section of Boston noted for its institutions of learning; accessible from all parts of the city and suburbs and free from the outside influences which distract the attention of students. Nearly four acres of land are devoted to buildings and athletic field.

On looking at the building from the front one gains the impression of a large square structure, 240x200x90, but this is not the case. There are in reality six buildings, each on its own foundation, and with the exception of the front and west side which are 90 feet high and 58 feet deep, the buildings are comparatively low, connected by corridors and bridges. This arrangement gives exceptionally fine light and air to all the buildings.

The six buildings are as follows: Administration, Assembly Hall, Education, Natatorium, Gymnasium and Vocation.

Administration Building

Located in the Administration Building are the lobby, various offices of the administrative staff, the directors' room committee rooms, libraries, reading and social rooms. This will be the social center of the plant.

Assembly Hall

The Assembly Hall has a seating capacity of nearly 500. A large stage, suitable for entertainments of all kinds is provided.

Educational Building

This building is 196 feet long by 58 feet wide and six stories high. In the basement are located the heating and ventilating system of the entire plant, shops and laboratories. The first floor is taken up with game, social and club rooms, and a small assembly hall. On the second, third and fourth are located class rooms, drafting rooms and laboratories. On the fifth and sixth floors are dormitory rooms.

Natatorium

This building is located between the Assembly Hall and the Gymnasium and is easily accessible from the locker rooms of the latter. The swimming pool is 75 feet long by 25 feet wide and is under a glass roof admitting floods of light and sunshine. The pool is supplied with filtered water from our own artesian well and heated to the proper temperature by an elaborate system of pipes. The Natatorium is one of the largest and best equipped of its kind.

Gymnasium

This structure is known as the Samuel Johnson Memorial Gymnasium, the funds for which were provided by relatives and friends of the late Samuel Johnson. On the main floor is the gymnasium proper which is well equipped with the most approved apparatus. In the building are handball and squash courts, lockers, six bowling alleys, shower baths, rooms for special exercising, fencing, wrestling, etc., and a running track above which is a visitors' gallery. The gymnasium is so arranged that by a system of sliding partitions it can be divided into one, two or three separate compartments, making it possible to conduct a number of activities at the same time. Many new features in gymnasium construction and equipment have been introduced.

Vocational Building

The vocational building is located directly back of the main group. This is a substantial structure of three stories, 150x58, in which are located the woodworking plant, the electrical laboratories, machine shop and lecture halls.

Departments

ENGLISH

ENGLISH I. This course deals largely with applied English Grammar, with a special drill on all kinds of commercial papers; notes, checks, drafts, bills and receipts; telegrams and letters of introduction, recommendation and application.

ENGLISH II. English grammar continued with special emphasis on composition. Irving's Sketch Book, Scott's "Lady of the Lake," and works of like grade are read and studied.

ENGLISH III. Composition and Rhetoric and study of the history of American Literature. Required reading taken from the following; Goldsmith's "The Vicar of Wakefield," Shakespeare's plays, Bunyan's "Pilgrim's Progress," etc.

ENGLISH IV. Composition and Rhetoric and study of the history of English Literature. Milton, Macaulay and other models will be studied.

LATIN

LATIN I. Beginner's Latin lessons complete; easy Latin prose. The aims of this year's work are accurate knowledge of vocabulary, inflection and elementary syntax, and a careful foundation for the work in Caesar.

LATIN II. Caesar, Sallust and Latin Composition and review of beginners' book. Prose composition and translation throughout the year, together with careful grammatical review strengthening and broadening the work of the first year.

LATIN III. Cicero, Virgil and Latin Composition. Due attention is given to Roman life and customs, and to the study of mythology in connection with the literatures of other languages.

SPANISH

SPANISH I. The basis — correct pronouncing and accent. Conversation.

Monsanto Langueller's Grammar.

"Cuentos Alegres" Text Book.

SPANISH II. Continuation of Spanish I — grammar, conversation and composition, suitable Text Books.

SPANISH III. Commerical course entirely. Reading, writing, translating and conversing on commerical subjects: commercial, correspondence, business terms, South American customs. A forceful and easy style of expression.

Monsanto's Langueller's Grammar and Harrison's Commerical Correspondence.

SPANISH IV. Advanced Commercial Course. Pitman's Spanish Correspondence.

FRENCH

FRENCH I. French Grammar. Selected readings. Special emphasis placed on pronunciation and the acquiring of a vocabulary.

FRENCH II. French Grammar. Special composition work and selected readings. Students who complete both French I and II are prepared to take college entrance examinations in Elementary French.

FRENCH III and IV. The nature of these courses will be determined by those electing them. They will ordinarily be given only when a sufficient number enroll.

GREEK AND ITALIAN

Classes will be organized in these languages if the number of applicants is large enough.

GERMAN

GERMAN I. German Grammar: Güerber, Märchen und Erzählungen. Special emphasis is placed on pronunciation and the acquiring of a vocabulary.

GERMAN II. Study of grammar continued. Special attention to syntax. Selected readings. Students who complete

German I and II are prepared to take college examinations in Elementary German.

GERMAN III and IV. These courses correspond to those of the same grade given in the best high schools. Classes will be organized only when a sufficient number enroll.

HISTORY

AMERICAN HISTORY. This course includes enough of English history to enable one to appreciate and understand American history. Special emphasis is placed on the study of some of the great problems of American history. After a study of the history of the nation; state, county, town, and city governments are considered.

ANCIENT HISTORY. This course deals with the history of the ancient world to 800 A.D. Special emphasis is placed on Greek and Roman life, literature, art and political, social and religious institutions.

MATHEMATICS

ARITHMETIC. A course in general arithmetic, covering much of the ground usually covered in grammar schools. Starting with fractions, the course includes the most essential subjects.

ALGEBRA I. This course includes a study of the various subjects of Algebra through quadratic equations. Students who complete this course are prepared to take most college entrance examinations in elementary algebra.

ALGEBRA II. A short review of the work of elementary algebra. Enough advanced work to enable students to pass college entrance requirements in Algebra.

GEOMETRY I. The five books of plane geometry. A large number of originals. Special attention given to those who expect to take entrance examinations.

GEOMETRY II. This course is intended primarily for those who are preparing for college. The books of solid geometry are studied with special attention to the originals.

*TRIGONOMETRY. This course is intended for those who wish to offer trigonometry for college entrance, or for those who intend to take up engineering work.

*For outlines of courses in higher mathematics see Polytechnic School catalogue.

SCIENCE

CHEMISTRY I. A course of lectures supplemented by classroom work and laboratory work, on the elementary principles of chemistry. Students who complete the work satisfactorily will have no trouble in passing entrance examinations given by the best colleges and scientific schools.

PHYSICS I. Recitation and laboratory work covering preparation for college. Constant drill in the solution of problems involving the elementary principles of physics.

PHYSICAL GEOGRAPHY. This course gives a large amount of practical information, bearing directly on the physical conditions that affect customs, occupations and food distribution.

PHYSIOLOGY AND HYGIENE. This course includes a study of the structure, the various systems, and organs of the body, and the observance of the laws of health.

General Information

TERMS

The year is divided into two terms of nearly equal length — the winter term, including the period from October to May; and the summer term, including the period from May to October. The summer term is several weeks shorter, but by scheduling the courses more evenings a week during the summer the same amount of work is covered.

The work is so conducted that a year's course, as regularly counted by high schools, is completed in each of the terms. Students pursue ordinarily only three subjects each term and have no difficulty in covering the required work. One can, by such an arrangement of terms, complete a full four years' high school course in two calendar years.

The school sessions are held on five evenings a week, beginning with Monday evening and ending with Friday evening. The classes are scheduled from 6.45 to 9.45 each evening.

GRADES

The following system of grading is used:

| | | |
|---|-------------|-----------|
| A | 90% to 100% | Very good |
| B | 80% to 90% | Good |
| C | 70% to 80% | Fair |
| D | 60% to 70% | Poor |
| F | Below 60% | Failure |

The passing mark is 60%.

At the close of each term examinations are given in the various subjects of study and the standing of each student who has completed the term's work is recorded in our record books. If a student pursues a course part of the term and then drops it no record of his class standing is kept at the office. Students are therefore warned to pursue courses in full and to take examinations; for later they may greatly need an official rating.

BAR EXAMINATIONS

A large number of the students of the Preparatory School prepare for the Bar. We reprint below a copy of the recent ruling of the Board of Bar Examiners. These requirements are in force for all those who enter or have entered the Y. M. C. A. Law School subsequent to the year 1910 as first year students.

General Education

After February 1, 1914, an applicant must show by certificate or certificates that he,—

a. Is a graduate of a college, or has passed the entrance examinations of a college, or of the College Entrance Examination Board, or examinations substantially equivalent thereto; or has complied with the entrance requirements of a college or

b. Is a graduate of a day high school, or of a school of equal grade: or

c. Has passed the examinations given for admission to the state normal schools of Massachusetts in the following subjects:—

I. Language.—English, with its grammar and literature.

II. United States History.—The history and civil governments of Massachusetts and the United States, with related geography and so much of English history as is directly contributory to a knowledge of United States History.

III. *a.* Latin or

b. French

IV. *a.* Algebra or

b. Plane Geometry

V. Any two of the following:

a. Physiology and Hygiene

b. Physics

c. Chemistry

d. Botany

e. Physical Geography

N. B. A certificate or certificates showing compliance with the foregoing requirements must be filed with the chairman of the board at least ten days before the examination which the applicant desires to take.

Certificates

The Preparatory School prepares students to pass the Normal School examinations in the subjects required by the Bar Examiners.

The Bar Examiners accept the diploma of the Preparatory School.

Students who wish to receive the diploma will be required to complete the following course of study:

Required

| | |
|------------------|----------|
| English | 4 units |
| Mathematics | 2 units |
| Foreign Language | 2 units |
| History | 1 unit |
| Science | 1 unit |
| Total | 10 units |

Elective

| | |
|--------------------|---------|
| Mathematics | 1 unit |
| Foreign Language | 3 units |
| History | 1 unit |
| Science | 2 units |
| Economics | 1 unit |
| Bookkeeping | 1 unit |
| Stenography | 1 unit |
| Mechanical Drawing | 1 unit |

Five units are to be selected from the electives to make the total of fifteen units for graduation.

One may, if otherwise qualified, enter the Law School without having completed the full preparatory course. Any conditions must be made up during the summer terms or during the regular year with the work of the Law School.

See Law School catalogue.

TUTORING

Every year a large number of men come to us to be tutored. We are able to furnish tutors in any preparatory subject at \$1.00 an hour. The members of the regular faculty are usually available for such special work. We are able, however, owing to our proximity to higher institutions of learning, to furnish tutors, should members of our own force be unable to arrange suitable hours.

TUITION RATES

The rate of tuition for the Preparatory and the Business Schools for three subjects is \$30.00 per term (See p. 14) including membership. A fee of \$5 is charged for each additional subject taken. Students are permitted to take any combination of courses by paying the above rate, except that Chemistry and Physics shall not be included in the combination. When Chemistry is included the additional fee is \$10.00. When Physics is included the additional fee is \$5.00. The laboratory fee for Chemistry I is \$3.00.

Students are also permitted to pay a fixed rate for each subject when it is found more advantageous to do so. The following are the tuition rates per subject in addition to \$2.00 membership in the Y. M. C. A.

| | Single Subject |
|--|-------------------|
| Arithmetic (Not Commercial) | \$8.00 |
| American History | 8.00 |
| English I..... | 8.00 |
| Penmanship | 8.00 |
| Typewriting | 8.00 |
| Chemistry..... | 24.00 |
| Physics | 18.00 |
| All other subjects regularly catalogued..... | 13.00 |

A reduction of \$3.00 is made for each additional subject taken.

The rate for the combination: arithmetic, English I and American History, including membership, is \$20.00 per term.

Students who discontinue a course, but who have attended at least four or more recitations in the subject will be required to pay at least one-half a term's tuition.

No student is permitted to transfer from one course to another without consulting the Principal beforehand and receiving a transfer order, which must be presented at the main office for the proper ticket.

Summer 1914

| | | |
|--------------------|------------------|------------|
| Algebra Ia | Tues., Thurs. | 7.00-7.45 |
| Algebra Ia | Tues., Thurs. | 7.45-8.30 |
| Algebra Ia | Tues., Thurs. | 8.30-9.15 |
| Algebra II | Wed., Fri. | 8.30-9.15 |
| Arithmetic | Tues., Thurs. | 7.45-8.30 |
| Chemistry I | Mon., Wed., Fri. | 7.00-7.45 |
| English I | Tues., Thurs. | 8.30-9.15 |
| English I Ia | Tues., Thurs. | 7.45-8.30 |
| English IIa | Tues., Thurs. | 8.30-9.15 |
| English III | Tues., Thurs. | 9.15-10.00 |
| English IV | Tues., Thurs. | 7.00-7.45 |
| French I | Tues., Thurs. | 7.45-8.30 |
| French II | Tues., Thurs. | 7.45-8.30 |
| French III | Tues., Thurs. | 9.15-10.00 |
| Geometry, Plane | Wed., Fri. | 7.45-8.30 |
| Geometry, Solid | Wed., Fri. | 7.00-7.45 |
| German I | Mon., Fri. | 7.45-8.30 |
| German II | Mon., Fri. | 9.15-10.00 |
| Greek | To be announced | |
| History, American | Tues., Thurs. | 9.15-10.00 |
| History, Ancient | Tues., Thurs. | 8.30-9.15 |
| Italian | To be announced | |
| Latin I | Tues., Thurs. | 8.30-9.15 |
| Latin II | Mon., Fri. | 8.30-9.15 |
| Latin III | Mon., Fri. | 7.00-7.45 |
| Physical Geography | Tues., Thurs. | 7.00-7.45 |
| Physics | Mon., Fri. | 8.30-9.45 |
| Physiology | Tues., Thurs. | 7.45-8.30 |
| Spanish I | Tues., Thurs. | 7.00-7.45 |
| Spanish II | Tues., Thurs. | 7.45-8.30 |
| Spanish III | Tues., Thurs. | 8.30-9.15 |

Starred courses organized when called for by sufficient numbers.

Summer 1914

| | |
|---------------------------|------------|
| Mon., Wed., Fri. | 7.00-7.45 |
| Mon., Wed., Fri. | 9.15-10.00 |
| Mon., Wed., Fri. | 8.30-9.15 |
| Mon., Wed., Fri. | 7.45-8.30 |
| Mon., Tues., Thurs., Fri. | 7.45-8.30 |
| Mon., Wed., Fri. | 7.45-8.30 |
| Mon., Wed., Fri. | 8.30-9.15 |
| Mon., Wed., Fri. | 7.45-8.30 |
| Mon., Wed., Fri. | 8.30-9.15 |
| Mon., Wed., Fri. | 9.15-10.00 |
| Mon., Wed., Fri. | 7.00-7.45 |
| Mon., Wed., Fri. | 7.45-8.30 |
| Mon., Wed., Fri. | 7.00-7.45 |
| Mon., Wed., Fri. | 7.45-8.30 |
| Tues., Thurs. | 8.30-9.15 |
| Mon., Wed., Fri. | 7.45-8.30 |
| Mon., Wed., Fri. | 9.15-10.00 |
| Tues., Thurs. | 7.00-7.45 |
| Tues., Thurs. | 7.45-8.30 |
| To be announced | |
| Mon., Wed., Fri. | 9.15-10.00 |
| Mon., Wed., Fri. | 8.30-10.00 |
| To be announced | |
| Mon., Wed., Fri. | 8.30-9.15 |
| Mon., Wed., Fri. | 9.15-10.00 |
| Tues., Thurs. | 9.15-10.00 |
| Mon., Wed., Fri. | 7.00-7.45 |
| Mon., Tues., Thurs., Fri. | 8.30-9.15 |
| Mon., Wed., Fri. | 7.45-8.30 |

HIGH SCHOOL PROGRAM

| | Winter | | Summer | |
|-------------|----------------------|------------------------------|-------------|---------------------------|
| | <i>Courses</i> | <i>Evenings</i> | <i>Time</i> | <i>Time</i> |
| First Year | English I | Tues., Thurs. | 8.30-9.15 | Mon., Wed., Fri. |
| | Arithmetic | Tues., Thurs. | 7.45-8.30 | Mon., Wed., Fri. |
| Second Year | Am. Hist. and Civics | Tues., Thurs. | 9.15-10.00 | Mon., Wed., Fri. |
| | English II | Tues., Thurs. | 7.45-8.30 | Mon., Wed., Fri. |
| | Algebra | Tues., Thurs., or Wed., Fri. | 8.30-9.15 | Mon., Wed., Fri. |
| | Latin I or | Tues., Thurs. | 8.30-9.15 | Mon., Wed., Fri. |
| | French I | Tues., Thurs. | 7.00-7.45 | Mon., Wed., Fri. |
| Third Year | Physical Geography | Tues., Thurs. | 7.00-7.45 | Mon., Wed., Fri. |
| | English III | Tues., Thurs. | 9.15-10.00 | Mon., Wed., Fri. |
| | Geometry, Plane | Wed., Fri. | 7.45-8.30 | Mon., Wed., Fri. |
| | Latin II or | Mon., Fri. | 8.30-9.15 | Mon., Wed., Fri. |
| | French II | Tues., Thurs. | 7.45-8.30 | Mon., Wed., Fri. |
| Fourth Year | Ancient History | Tues., Thurs. | 8.30-9.15 | Mon., Wed., Fri. |
| | English IV | Tues., Thurs. | 7.00-7.45 | Mon., Wed., Fri. |
| | Physiology | Tues., Thurs. | 7.45-8.30 | Mon., Wed., Fri. |
| | French III or | Tues., Thurs. | 9.15-10.00 | Tues., Thurs. |
| | Latin III | Mon., Fri. | 7.00-9.45 | Tues., Thurs. |
| | Physics I | Mon., Fri. | 8.30-9.15 | Mon., Tues., Thurs., Fri. |
| | Chemistry I | Mon., Wed., Fri. | 7.00-7.45 | Mon., Tues., Thurs., Fri. |
| | | | | |

Suggested program for those pursuing a full high school course. Modifications adapted to each case will be made upon request.

ADDITIONAL INFORMATION

As an aid to worthy men who desire an education and are unable to pay in full even our slight charges, a limited number of scholarships has been provided, which will be judiciously distributed.

The tuition quoted is for the summer or the winter term unless otherwise specified.

Certificates are issued to students who complete certain prescribed courses.

Students who are obliged to be absent from any classes should notify the office in advance.

Examinations are held at the close of each term and the grades thus obtained are filed at the office.

Students may be admitted at any time if the Principal deems such admission advisable.

The office of the school is open every day from 9.00 A.M. to 10 P.M. during the entire year, for the purpose of giving information to those interested.

Pupils residing in suburban towns may, on nearly all railroads, travel to and from the school at greatly reduced rates. All inquiries regarding these rates should be made at the offices of the railroads.

The office has for sale textbooks and necessary supplies used in the schools.

Students are reminded of the advantages of the many other departments of the Young Men's Christian Association.

If the course or courses in which you are interested are not outlined in this catalogue, keep in mind that there are seven other catalogues issued. Write for those which interest you.

All tickets held by members of the Cambridge, Chelsea, Everett, Malden, Melrose, Newton, Quincy and Somerville Associations will be honored for social privileges in the Boston Association.

School of Business

VALUE OF A BUSINESS EDUCATION

The value of a knowledge of business and business methods, not only in mercantile pursuits, but in every calling and profession is generally recognized. It is business training which enables inexperienced men to act intelligently in daily transactions of life, to have a proper understanding of business affairs, and to climb the ladder of success rapidly. The Business School prepares its graduates for the duties of business life — for the work of the store, the office, and the counting room — as completely and in the same proportion as the law, medical, or technical schools prepare their students for the vocations which they intend to follow.

There is a great demand for well-trained business men — men, who are able on account of their skill and ability in business to take responsibility upon their shoulders. No man needs to work in a poorly paid position if he will make the most of his evenings. By spending two or three nights a week in our business school he can, in a short time, prepare himself for a better place.

COURSES OF STUDY

The following courses are offered: Bookkeeping Course, Shorthand Course, and the General Commercial Course. A description of each of the courses follows:

BOOKKEEPING COURSE

This course is a complete presentation of the subject of bookkeeping, and includes also many other subjects of great practical value to the office worker.

The course is intended for those who desire to qualify as bookkeepers, accountants, cashiers, timekeepers, receiving clerks, bill clerks, cost clerks, stock clerks, traffic clerks, shipping clerks or office managers. The usual time required for completion is thirty weeks.

The subjects considered are Bookkeeping, Penmanship, Commercial Arithmetic, Business English and Commercial Law.

SHORTHAND COURSE

This course constitutes a thorough training in shorthand, typewriting, business English, arithmetic and commercial law.

Those who complete this course will be prepared to hold a position as stenographer, correspondent or collection clerk in any office, and eventually leads to chief clerk, private secretary and department manager after some practical experience has been acquired. The average time to complete this course is thirty weeks.

GENERAL COMMERCIAL COURSE

This course is intended to give those who have not taken a high school course a good practical training, and also to serve as a preparatory course for those who intend later to enter the School of Commerce and Finance.

The School of Commerce and Finance is of college grade and is chartered by the state to grant the Bachelor's and the Master's degree. A candidate for the Bachelor's degree must be a graduate of a high school or possess an academic education equivalent thereto.

Those who complete the following course will be admitted to the School of Commerce and Finance as candidates for the degree.

| | | Required Subjects |
|-------------|--------------|--|
| English |4 units | (English I, II and III and business English) |
| Mathematics |3 units | (Commercial Arithmetic, Algebra I and II) |
| History |1½ unit | (Industrial) |
| Geography |1½ unit | (Commercial) |
| Bookkeeping |1 unit | (Elementary) |

Electives

Four units to be selected

| | |
|--------------------|--------------|
| Mathematics |1 unit |
| Foreign Language |2 units |
| History |1 unit |
| Science |2 units |
| Stenography |1 unit |
| Mechanical Drawing |1 unit |

Fourteen units are required for graduation. A unit means a term's work.

OUTLINE OF SUBJECTS

Bookkeeping. A short intensive course in practical bookkeeping, covering the scope of the average high school and business college course. The elements of double entry bookkeeping are taught without the use of a textbook. At the proper time the text-book and bookkeeping blanks are intro-

duced, affording the student the necessary practice in applying the principles of accounts to business transactions. Wholesale, retail and manufacturing bookkeeping are included in the practice work.

In the second half year many supplementary exercises will be introduced for the purposes of drill and practice in the more advanced bookkeeping principles.

Students completing this course satisfactorily may register for courses in the School of Commerce and Finance without further examination.

Business English. A course training the student in the use of correct and forceful English. Special emphasis will be placed upon the practical details of construction, punctuation, choice of words, proofreading and upon the preparation of manuscripts for the printer. Students are required to write business letters, themes, reports, arguments and advertising literature of all kinds.

Commercial Arithmetic. A one-year course in practical business arithmetic. While it is the intention to teach the principles involved in all arithmetical calculations, the greater part of the time will be devoted to systematic drills with special emphasis on accuracy and rapidity.

The hours have been so arranged that both bookkeeping and shorthand students may take advantage of a practical course of present-day commercial calculations.

Penmanship. A one-year course in plain business writing. Students are required to devote one hour to practice in the class room, and will receive the individual criticism of the instructor in charge.

The student is required to preserve all home work in budget form and the passing of the mid-year and final examinations is dependent upon these budgets.

Shorthand. A one-year course in shorthand. Experience has proved that during a period of one year an average student, having a fair English training, may learn to write in shorthand, from dictation of ordinary business correspondence, at the rate of approximately one hundred words a minute, and transcribe the same on the typewriter, with a very low percentage of material shorthand errors.

During the first part of the course the principles will be thoroughly taught, after which will come drills and exercises in cumulative and special phrasing, and dictation from business letters, etc., at graded speeds. In the latter part of the course

the student transcribes his notes on the typewriter, copies letters and does manifolding.

A speed sufficient for amanuensis work in a business office must be attained before the student is entitled to a certificate or to the services of the employment bureau.

The student desiring to use shorthand as a means of remunerative employment while preparing for some administrative position, will act wisely in selecting a standard system of shorthand. The system offered here is the Ben Pitman.

Typewriting. It is only recently that the subject of typewriting has been given proper attention. The business man of today judges the ability of his stenographer not from his shorthand notes, but from his typewritten transcript and the time it takes to complete it.

This course is in charge of a specialist who gives his close attention to the work of the department. The "Touch" method is taught, by which the student can acquire a greater speed than can be accomplished by the "Sight" method.

The student is first taught the mechanism of the machine, then the correct hand position and method of fingering. After these preliminaries, exercises on words, sentences and phrases are taken up in progressive order. In the advanced part of the course, instruction is given in letter-writing, addressing envelopes, manifolding, legal forms, card-indexing, tabulating, mimeographing, etc.

The student who finishes this course may feel assured that the training he has received will enable him to perform the work in a business office.

Commercial Law. Instruction is given in the principles of the law of contracts, negotiable instruments, agency, bailment, partnership, corporations, insurance, real and personal property, etc. The course includes much information on the legality of every-day transactions which is of great value to the business man. No attempt is made to make lawyers of our students, but we aim to give them information that will enable them to carry on business in a business-like manner.

Should students wish to pursue the study of law more extensively they may enter the Law School of the Department of Education where a complete course in law leading to the LL.B. may be pursued.

WINTER SCHEDULE

(Revised)

| | | | |
|-----------|-----------------------|------------|------------|
| Monday | Business English | | 7.00-7.45 |
| | Shorthand | 7.45-8.30, | 8.30-9.15 |
| | Typewriting | 7.45-8.30, | 8.30-9.15 |
| Tuesday | Commercial Arithmetic | | 7.00-7.45 |
| | Penmanship | | 7.45-8.30 |
| | Bookkeeping | | 8.30-10.00 |
| Wednesday | Commercial Law | | 7.45-8.30 |
| Thursday | Commercial Arithmetic | | 7.00-7.45 |
| | Penmanship | | 7.45-8.30 |
| | Bookkeeping | | 8.30-10.00 |
| Friday | Business English | | 7.00-7.45 |
| | Shorthand | | 7.45-9.15 |
| | Typewriting | | 7.45-9.15 |

Other Departments

RECREATION AND HEALTH

ALBERT E. GARLAND, M.D., B.P.E., Director

The physical work is under the best supervision, and the aim is to better fit men for their life work by increasing their efficiency through exercise. We offer: Well equipped gymnasiums, Recreative Hygienic and Educational Gymnastics. Numerous classes the year round. Shower, steam and electric baths. Best instruction. Medical direction. Hand ball courts, Basket Ball, Baseball and Athletics.

RELIGIOUS WORK

EDWIN W. PEIRCE, Secretary

In order that a young man may secure a well-balanced development and attain the true foundation for successful life work, the Association advises each member in planning his schedule to enter into one or more of the following activities:

Bible Study, Training for Christian Service, Sunday Meetings of Men, Personal Service Groups and The Twenty-Four-Hour-A-Day Club.

(Ask for Bible Institute catalog and other printed matter.)

SOCIAL WORK

DAVID M. CLAGHORN, Secretary

The attention of members is called to the many opportunities in the Association for social service, and the following social features.

| | |
|---------------------------|-------------------------|
| Newly Equipped Game Rooms | The Popular Novel Club |
| The Association Congress | The Land and Water Club |
| Camera Club | Glee Club |

Recreation Headquarters at Riverside

Popular Social Evenings and Entertainments

DEPARTMENT OF EMPLOYMENT

FREDERICK W. ROBINSON, Secretary

The Employment Department is in actual practice, a clearing house for young men seeking work, and employers who wish to engage reliable help. From 5000 to 8000 men apply every year. Members of the Association are given 25 per cent discount from the legal rates and special effort is made to notify them when good positions are open.

BOYS DEPARTMENT

DON S. GATES, A.B., City Secretary

The physical, social, employment and religious advantages offered to boys from twelve to eighteen years, are similar to those offered to men as stated above. Members of the school may use the boys' Game and Social Rooms and take part in special activities, such as Entertainments, Minstrel Shows, Debates, Bible Classes, Clubs, etc.

COURSES IN DAY SCHOOLS

| | |
|---|------------------------------------|
| Alternating Current | Geology, Dynamical |
| Alternating Current Laboratory | Geology, Structural |
| Alternating Current Machinery | Geometry, Plane |
| Algebra I | Geometry, Solid |
| Algebra II | Geometry, Analytical |
| Applied Mechanics I | Geometry, Descriptive |
| Applied Mechanics II | German I |
| Applied Mechanics III | German II |
| Applied Mechanics, Laboratory | German III |
| Arithmetic, Commercial | German IV |
| Arithmetic, General | Greek |
| Automobile Garage Course | High Temperature Measurements |
| Automobile Machine Shop Course | Highway Engineering |
| Automobile, Operator's Laboratory | Heat Engineering Thermodynamics |
| Course | and Boilers |
| Automobile, Operators' Lecture | History, American |
| Course | History, Ancient |
| Automobile, Operators' Road Course | Hydraulics, Theoretical |
| Bookkeeping, Elementary | Hydraulic Motors |
| Bookkeeping, Advanced | Hydraulic and Sanitary Engineering |
| Calculus | Illumination and Photometry |
| Central Stations | Industrial Chemistry |
| Chemistry I | Industrial Design |
| Chemistry II | Intercommunicating Telephones |
| Chemistry I, Engineering | Latin I |
| Chemistry II, Engineering | Latin II |
| Concrete Construction | Latin III |
| Design, Machine | Latin IV |
| Design, Power Plant | Law, Commercial |
| Design, Structural | Lettering |
| Drawing, Architectural; and Show | Lithology |
| Card Writing | Materials |
| Drawing, Boiler | Mathematics I, Engineering |
| Drawing, Freehand | Mathematics II, Engineering |
| Drawing, Machine | Machine Design |
| Drawing, Mechanical | Metal Work |
| Drawing, Topographical | Metallurgy of Iron |
| Dynamics of Machines | Pennmanship |
| Elementary Electrical Laboratory | Physics I |
| Electrical Engineering Laboratory | Physics II |
| Elementary Science | Physics, Laboratory |
| Electric Railways | Qualitative Analysis |
| Electricity I | Quantitative Analysis |
| Electricity II | Railroad Engineering |
| Electricity III | Shorthand I |
| Electric Light and Transmission of | Shorthand II |
| Power | Spanish |
| English I | Spelling |
| English II | Stereotomy |
| English III | Studies in Electrical Construction |
| English IV | Surveying |
| English, Business | Surveying, Advanced |
| Forging, Chipping and Filing | Trigonometry |
| Foundations | Typewriting |
| Foundry Practice | Theory of Structures |
| French I | Technical Electrical Measurements |
| French II | Valve Gears |
| French III | Wiring and National Code |
| French IV | Wood Working and Pattern Work |
| Preparatory School Subjects scheduled both winter and summer terms. | |

COURSES IN EVENING SCHOOLS

| | |
|---|--------------------------------------|
| Agency | French III |
| Algebra, Elementary | French IV |
| Algebra, Advanced | Garment Drafting |
| Arithmetic, Commercial | Geometry, Analytical |
| Arithmetic, General | Geometry, Plane |
| Auditing, Elements of | Geometry, Solid |
| Auditing, Advanced | German I |
| Automobile Courses: | German II |
| Chauffeurs' and Operators' Lecture | German III |
| Chauffeurs' and Operators' Laboratory | German IV |
| Chauffeurs' and Operator's Road | Greek |
| Garage Course | History, American |
| Machine Shop Repair | History, Ancient |
| Banking | Illustrating and Cartooning |
| Bankruptcy | Industrial Design |
| Bills and Notes | Investments |
| Bookkeeping, Elementary | Italian |
| Bookkeeping, Advanced | Latin I |
| Bridge Design | Latin II |
| Buying | Latin III |
| Calculus | Latin IV |
| Chemistry: | Law, Commercial |
| Elementary | Law, Special (in Law School) |
| Qualitative Analysis | Lettering |
| Quantitative Analysis | Machine Drawing |
| Organic | Massachusetts Practice |
| Civil Service | Mathematics, Engineering |
| Commercial Credits | Mathematics, Practical |
| Commercial Resources | Mechanism |
| Constitutional Law | Office Organization & Administration |
| Contracts | Partnership |
| Conveyancing | Penmanship |
| Corporations | Physical Geography |
| Corporation Finance | Physics |
| Corporate Reorganizations | Physiology |
| Cost Accounting, Elements of | *Plan Reading and Estimating |
| Cost Accounting, Advanced | Pleading |
| Criminal Law | Property I |
| Crises, Commercial | Property II |
| Drawing, Freehand | Property III |
| Drawing, Mechanical | Public Accounting |
| Economics, Applied | Publicity |
| Economics, Principles of | Railroad Engineering |
| Electricity I | Reinforced Concrete Construction |
| Electricity II | Sales |
| Electricity III | Selling |
| Elementary Science | Shorthand I |
| English I | Shorthand II |
| English II | Show Card Writing |
| English III | Spanish |
| English IV | Spelling |
| English, Business | *Steam Engineering |
| Equity I | Steel Building Construction |
| Equity II | Structural Drafting and Detailing |
| Evidence | Surveying, Elementary |
| Factory Organization and Administration | *Surveying, Advanced |
| Finance and Bond Salesmanship | System Building, Elements of |
| Financial Statistics | System Building, Advanced |
| *Firing | Teachers' Industrial Course |
| Foreign Exchange | Torts |
| French I | Trigonometry |
| French II | Typewriting |
| | Window Dressing |

Preparatory School Subjects schedules both winter and summer terms.

*Courses omitted 1913-1914.

